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P-CARD APPLICATION USER MANUAL

PAYING WELLS FARGO

INTRODUCTION

To ensure Wells Fargo receives your payment by the due date, payment transactions must post in STARS at least two, preferably three, working days before the payment due date.

Agencies receive Wells Fargo P-Card statements on the second working day of each month. The statements have the following information:

- Statement Date
- Posting date range
- Payment due date
- Total due
- Total adjustments (normally the Cash Advance Front Fees)
- Statement Details

The P-Card administrator should verify that all transactions and adjustments on the P-Card statement have been processed through the P-Card application.

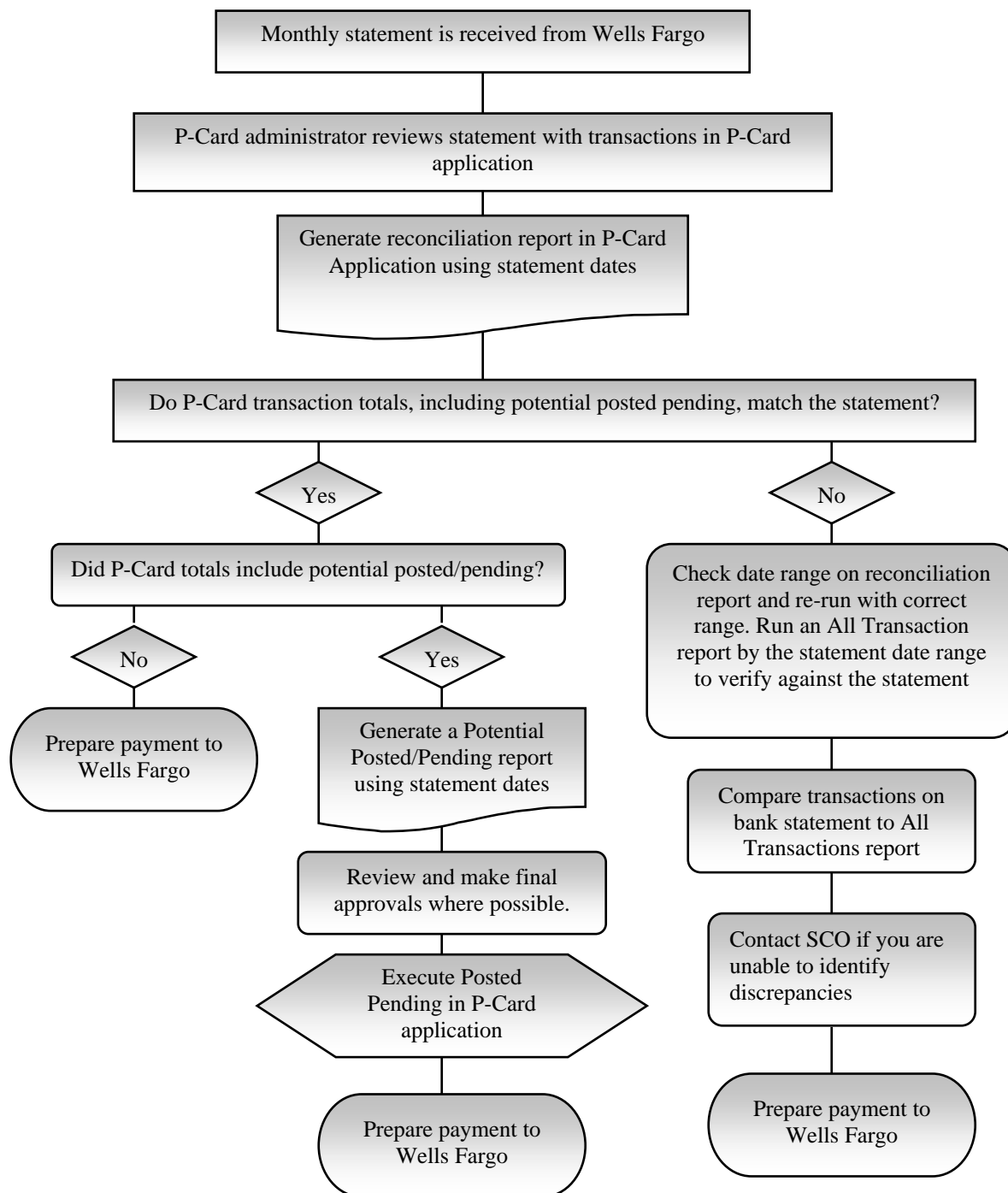
The “Statement Details” section of the statement lists the posting date, the payment amount, and any payment reversal amounts. The statement summarizes the total amounts posted and the number of transactions processed. These transactions are listed by posting date, debit count, debit amount, credit count, and credit amount. In addition, the “Total Amount Due” and the “Payment Due Date” is listed.

RECONCILING YOUR ACCOUNT

Before paying Wells Fargo, you should reconcile the statement transactions to the P-Card application and the STARS transactions. This ensures that all P-Card transactions are accounted for and validates that there are no erroneous charges.

NOTE: The bank must be paid by the payment due date to avoid late charges. If you have difficulty reconciling, pay Wells Fargo by the payment due date and then reconcile afterwards.

RECONCILIATION PROCESS FLOWCHART



USING RECONCILIATION REPORTS

After reviewing the Wells Fargo statement, the P-Card administrator should create a reconciliation report.

1. Log on to the SCO website and select **Statewide Accounting System**.
2. Select **P-Card**. Some users may need to select an agency number.
3. Select **Administrator**.
4. Click **Reports**.

Figure 1 - Reports



5. Click **Reconciliation Report** from the list of reports.
6. Enter a date range in the **Date From** and **Date To** fields or use the calendar icons that match the dates on the Wells Fargo statement that you are reconciling.
7. Click one of the format options to view the report:
 - PDF – portable document format usually opened in Adobe Reader or Acrobat.
 - TXT – plain text.
 - CSV – comma separated value (to use in MS Excel or database applications).

Figure 2 - Reconciliation report example

<div> <div>STATE OF IDAHO U S A</div> <div> Reconciliation Report Agency: 200 Department of Administration </div> <div> From: 07/01/2006 To: 08/31/2006 </div> </div>					
Fund Grant	STARS	P-Card	Potential Pending	Error	
0001 - - -	\$0.00	\$821.97	\$27.03	(\$821.97)	
0125 - - -	\$0.00	\$198.96	\$2,754.49	(\$198.96)	
0365 - - -	\$0.00	\$1,256.56	\$1,313.52	(\$1,256.56)	
0450 - 22 - -	\$0.00	\$813.19	\$0.00	(\$813.19)	

The STARS column:

This includes all transactions that were sent to STARS and that STARS sent back to P-Card

P-Card column:

This includes all transaction that were send to STARS

Potential Pending column:

This includes all transactions that are processing (not verified or approved) or batched (approved and will go to STARS that night). The reconciliation report shows transactions that have been sent to STARS. If not, whether they are going to be that day or not, the total will be in the Potential column.

POTENTIAL POSTED PENDING TRANSACTIONS

Potential Posted Pending transactions are those that have been posted by Wells Fargo, but have not been verified and approved in the P-Card Application. Also, they have not been processed in STARS, so the expense and the liability have not been posted.

The P-Card administrator should run a **Potential Posted Pending Report** and review the transactions that have not been verified and/or approved. These should then be approved according to the agency's process. If additional transactions are processed, run another **Reconciliation Report** to show the remaining potential transactions.

If your agency uses the Posted/Pending process, all transactions for the current period will post in STARS. The Posted/Pending function will generate the transactions to post with the same accounting impact as other transactions as follows:

Dr - Expenditure
Cr - P-Card Liability

When the payment is made to Wells Fargo with the 28Z TC, the liability is cleared and cash released to the bank.

Dr - P-Card Liability
Cr - Cash

The Post/Pending Adjustments must be processed by the P-Card Administrator after the Wells Fargo payment is processed. Posted/Pending adjustments will post to STARS with 27A, 27B, 27C & 27C R (reversal) transaction codes.

These entries will post as follows:

Post/Pend Original Entries Automatically Reverse

Dr - Cash
Cr - Expenditure

Post/Pending Adjustments

Dr - Expenditure
Cr - Cash

NOTE: These steps ensure that the liability account is reduced to zero. Creating Posted/Pending adjustments before paying the bank will cause the liability account to be out of balance.

PREPARING PAYMENT TO WELLS FARGO

The Wells Fargo payment must be paid in full by the payment due date regardless of where you are with your reconciliation process. Late payments incur additional charges. The vendor number for Wells Fargo P-Card payments is 941347393 – PC.

The payment to Wells Fargo is a cash disbursement. The expenditure is recorded when the detail P-Card transaction is processed in STARS. It is important to use the same funding sources for cash disbursement as for recording the expenditure. To ensure this happens, SCO recommends the following steps:

1. Run a Reconciliation Report and save or print it.
2. Make note of any erred transactions in STARS. If the funding source must be changed to allow the transactions to post, note these changes on the hard copies. (If these are Posted Pending transactions, you will need to make an additional expenditure adjustment for them after the Posted Pending adjustment process is run.)
3. Enter your 28Z payment using the funding sources identified on the Reconciliation Report, adjusted by any changes noted in step 2.
4. Retain all of the above for supporting documentation.

WELLS FARGO'S BILLING CYCLE

Wells Fargo's billing cycle runs from the second business day of the month through the first business day of the following month. For example, in 2006, December 1 is the first business day of the month (and the last day of the previous month's billing cycle). December 2 and 3 fall on Saturday and Sunday and since weekends (and holidays) do not count as business days, December 4 is the second business day of the month.

Note that in 2007, January 1 is a Monday, but is a holiday. Thus, January 3 is the second business day of the month. [Click here to download the Wells Fargo timeline calendar.](#)

IF THE P-CARD TRANSACTIONS POSTED TO THE WRONG FUNDS IN STARS

If an amount is posted to a different fund in STARS by mistake, process the payment to Wells Fargo as listed on the Reconciliation Report. Afterwards, process the expenditure adjustment in STARS.

PAYMENT PROCESS AT FISCAL YEAR END

The payment process is the same, but it is necessary to divide the payment using different STARS effective dates. This is for budgetary purposes to ensure that the expenditure and cash disbursement are in the same month at June 30.

Wells Fargo's monthly processing dates do not follow a calendar month and typically will cross over two calendar months. For example, the statement for the month of June would be June 2 through July 1. Fiscal year end closes on June 30 each year. The purchases may have been made in the calendar month of June, but were not posted and processed by Wells Fargo until July 1.

The P-Card application uses the Wells Fargo posting date for the effective date when processing the transaction in STARS. Therefore, these transactions will be processed in the new fiscal year.

Two objectives must be met at FYE when the dates not only cross months, but fiscal years:

1. The 2105 P-Card liability account must be zeroed out at year end
2. The payment to Wells Fargo has to be paid in full.

To achieve these objectives, all transactions need to be posted to STARS by the end of June. Administrators should make a diligent effort to see that transactions are verified and released in a timely manner.

Any transactions remaining “not verified” and/or “not approved” will have to be posted/pending through the end of June. Transactions posted by Wells Fargo with a July date will have to be reconciled on the June statement, but paid and processed in July for the new fiscal year.

NOTE: The following steps must be followed in order to ensure that the liability account is reduced to zero and remains at zero for year-end processing.

1. As soon as you receive your June Statement from Wells Fargo, the Administrator will run a reconciliation report for the Wells Fargo Statement dates and a Potential Post/Pending Report. Both reports should be run for the same time periods. Your Potential Post/Pending amounts should match on the two reports.
2. The P-Card Administrator will execute Posted Pending for transactions through June 30, 20XX. The P-Card Application will flag all transactions that are not verified and/or approved. All transactions flagged “posted/pending”, will process that evening in STARS. These entries will post to STARS as follows:

Dr - Expenditure
Cr - P-Card Liability

3. In July, the Agency will pay Wells Fargo using a TC28Z, using the effective date of June 30, 20XX for June dated transactions and July, 20XX for transactions posted in July. The payment will clear out the liability account in the closing fiscal year and apply accordingly to the July liability as well.

Dr - P-Card Liability
Cr - Cash

4. Post Pending Adjustments must be processed by the P-Card Administrator *after* the Wells Fargo payment is processed and by July X, 20XX (closing date). The Post/Pending Adjustments will post to STARS with 27A, 27B, 27C & 27C transaction codes. These entries will post as follows:

Post/Pend Original Entries Reverse

Dr - Cash
Cr - Expenditure

Post/Pending Adjustments

Dr - Expenditure
Cr - Cash

TRANSACTION CODES

TC 228 RECORD AN EXPENDITURE FOR P-CARD

STARS uses transaction codes to define the accounting and editing logic for processing transactions. The 228 transaction code (Record an expenditure for P-Card, Vendor Req.) records the payment for P-Card purchases. The 228 transaction code records the expenditure by debiting the expense account (GL4200) and off-setting the transaction by crediting the P-Card Liability account (GL2105). The associated entry is also made to the Vendor Payment File.

This transaction records the correct subobject, PCA and/or Index, Fund/Fund detail, and Vendor for each separate transaction. Only those transactions that are 1099 reportable require the Vendor number; otherwise, the system will default the Vendor number as PCARD0000-PC. *The Invoice Number field will be populated with the cardholder username.* This is useful in identifying the origin of the transaction.

TC 28Z (RECORD P-CARD PAYMENT TO BANK)

Two to three working days prior to the Payment Due Date, you will process a 28Z transaction code to pay Wells Fargo the amount due shown on the statement and clear the P-Card Liability amount.

NOTE: This transaction must be completed in STARS in order for the bank to receive payment. Payment is not automatically generated in the P-Card Application.

The 28Z transaction code debits P-Card Liability (GL2105) for the amount accumulated during the payment period, and makes the corresponding entries into cash (GL1003). Use the Reconciliation Report and the statement from Wells Fargo to find out which funds the money is to be drawn from and to make the correct entries for the payment.

TC 28Y ADJUST P-CARD PAYMENT TO WELLS FARGO

If for any reason you need to adjust the amounts in the P-Card Liability account without creating a warrant, you must use the 28Y Transaction Code (Adjust P-Card Payment to Bank, No Warrant Created). The 28Y TC code essentially does the same thing as the 28Z transaction code; however, it does not create a warrant or EFT to be sent to the bank.

TRANSACTION OR BATCH ERRORS

STARS edits are in place to detect any errors in data entry. During the nightly process, fully approved transactions are batched and loaded in STARS. STARS completes the necessary edits and validates against the corresponding tables. When errors are found during this process, the transactions remain and the batch converts to edit mode 3 – error batch. The fiscal person for the agency will then make the corrections directly in STARS.